

**REGISTRATION FORM****PERSONAL INFORMATION**

First Name\_\_\_\_\_ Last Name\_\_\_\_\_

Email Address\_\_\_\_\_

CC Email Address\_\_\_\_\_

Company Name\_\_\_\_\_

Title\_\_\_\_\_

Badge Name (Your name will be printed as entered)\_\_\_\_\_

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**CONTACT INFORMATION**

Work Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_

Postal Code\_\_\_\_\_ Work Phone\_\_\_\_\_

Country\_\_\_\_\_

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**ADDITIONAL INFORMATION**

Is this the first time you have attended this event?	Yes	No
Pursuant to the Americans with Disabilities Act, Do you require specific aid or services?	Yes	No
Would you like to be included on the Attendees List?	Yes	No
Do you require a special meal? (if yes, please specify)	Yes	No
Are you a small or medium enterprise?	Yes	No
Do you contract with or are you otherwise affiliated with small or medium enterprises (i.e., SME suppliers, subcontractors, or other business dealings)?	Yes	No

Do the majority of items exported by you/your company fall under the jurisdiction of:  
International Traffic in Arms Regulations (ITAR): The Export Administration Regulations (EAR): Neither

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**PAYMENT INFORMATION: (PLEASE PRINT)**

Registration Fees: \_\_\_\_\_ **Attendee (\$600.00)**                      \_\_\_\_\_ **Exhibitor (\$2,000.00)**

**CHECK PAYMENT:** Check Number \_\_\_\_\_

**CREDIT CARD PAYMENT:**

**Card Type:** \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express

Card Holders Name\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_ cc Email \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Authorized Signature\_\_\_\_\_

(Print Name) \_\_\_\_\_

Exhibitors please identify additional exhibit booth staff: (list name & company as it should appear on badge)

First \_\_\_\_\_ Last \_\_\_\_\_

Company\_\_\_\_\_

First\_\_\_\_\_Last\_\_\_\_\_

Company\_\_\_\_\_

**Upon completion of your registration form you may fax it to (949) 660-9347 or send by email [exportcontrolforum@bis.doc.gov](mailto:exportcontrolforum@bis.doc.gov) .**

## **GENERAL INFORMATION:**

### **PAYMENT INFORMATION**

Online registration is not available at this time. Upon completion of your registration form you may fax it to (949) 660-9347 or send it by email to [exportcontrolforum@bis.doc.gov](mailto:exportcontrolforum@bis.doc.gov).

Available sources of payment are by credit card (VISA, MC, and Amex) or by check. Make checks payable to: U.S. Department of Commerce and include "96B5101" in the memo section of your check. All checks must be postmarked by February 13, 2015.

### **MAIL CHECKS TO:**

U.S. Department of Commerce  
Bureau of Industry and Security  
Western Regional Office  
2302 Martin Street Suite 330  
Irvine, CA 92612

### **REFUND/CANCELLATION POLICY**

Cancellations prior to February 13, 2015 will be assessed a \$50.00 cancellation fee.

### **NO REFUNDS FOR CANCELLATIONS AFTER February 13, 2015.**

Cancellation requests must be made by email to [exportcontrolforum@bis.doc.gov](mailto:exportcontrolforum@bis.doc.gov).

Please type "Cancellation Request" in the subject line.

### **TRANSFERRING REGISTRATION**

If you would like to transfer your registration to someone else, you must receive prior approval from BIS.

Transfer requests must be made by email to [exportcontrolforum@bis.doc.gov](mailto:exportcontrolforum@bis.doc.gov), on or before

February 13, 2015. Please type "Transfer Request" in the subject line.

**QUESTIONS:**

For questions regarding registration, please contact Deborah Golden at (949) 660-0144 x110.

For questions regarding exhibitors and content, please contact John Bushnell at (949) 660-0144 x121.

Questions may also be emailed to [exportcontrolforum@bis.doc.gov](mailto:exportcontrolforum@bis.doc.gov) .